

**Contract EP-C-09-020**  
**Work Assignment (WA) B-02**

**Title:**

Support for Marine Debris Prevention Program Summit

**Estimated Period of Performance:**

The period of performance of this work assignment shall be from the date of the Contracting Officer's signature to September 30, 2009.

**Estimated Level of Effort: 200 Hours**

**Work Assignment Manager (WAM):**

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**Background:**

Marine debris is an environmental problem that stretches beyond the set responsibilities of any individual EPA office. As an agency, however, EPA is well equipped to address the stressors and sources that lead to marine debris (e.g., solid waste, wastewater, stormwater, vessels, waterfronts, watersheds, plastics). The Marine Debris Prevention Program (Program) can be a success only if it is grounded in a coordinated approach involving all relevant EPA offices.

The Marine Debris Prevention Program is organizing a summit to provide an opportunity for different EPA offices to discuss how their individual missions contribute to preventing, controlling, and reducing marine debris, and how the various offices can work together in a concerted effort. This Summit is a priority action for the Marine Debris Prevention Program. The Summit will support continued inter-office cooperation and help the associated programs strengthen any relevant marine debris prevention programs and projects. In addition, the Summit will identify next steps promoting individual office missions through marine debris management.

**Purpose:**

The primary goal of the Summit is to enhance information exchange among EPA Headquarters Offices and Regional Programs in order to identify and strengthen the links between program efforts and marine debris prevention.

The Summit will:

- Identify partners and get them engaged in marine debris prevention.
- Identify how the marine debris message can strengthen existing EPA programs.
- Develop a framework for creating an EPA Marine Debris Prevention Toolkit.

- Identify the appropriate program's audience(s)/stakeholder(s) for marine debris
- Education materials
- Survey protocols
- Lessons learned from previous efforts
- Best Management Practices

### **Description of Tasks:**

The contractor will provide professional, technical, and logistical support for the Marine Debris Prevention Program Summit. The Summit will be held in Washington, DC on June 24<sup>th</sup> and June 25<sup>th</sup>. Approximately 30-50 participants are expected to participate.

The technical and logistical support will include: development and maintenance of participant/invitee spreadsheet, contributing to the development of pre-Summit materials, contributing to agenda development, coordination of breakout sessions, assisting with speaker coordination, Summit facilitation, and contributing to the preparation of Summit proceedings.

The contractor will assist in guest speaker identification, coordinating Summit presentations, and will develop a timeline for use during the Summit and track the timeline.

The contractor will assist in Summit follow-up (e.g., Summit proceedings, mailings, action plan).

The contractor will provide a work plan based on this Performance Work Statement (PWS). The contractor will meet with the WAM following approval of the work assignment to plan the Summit.

Note: All final deliverables will be submitted to WAM in hard copy and in an electronic format compatible with EPA systems as identified by WAM.

### **List of Tasks**

#### **1. Work Plan and Budget**

The contractor will provide a work plan that describes the project tasks in detail, identifies project deliverables, and identifies potential problems that may arise in completing this work assignment on schedule and within budget.

##### 1.0 Deliverables

1. Work plan and budget

#### **2. Support participant invitation and tracking and pre-Summit materials**

The contractor will support identification of select participants for the Summit and assist with developing the Summit Invitation.

The contractor will create a user friendly spreadsheet (e.g., excel) that will include relevant information on the participants. The contractor will ensure that an accurate list of Summit participants and their contact information is provided to the WAM. The

contractor will collect pertinent marine debris prevention information from the participants (e.g., marine debris prevention activities and projects). The contractor will combine this information to create a pre-Summit package for the participants (i.e., Marine Debris Prevention Program Inventory).

The contractor will use the spreadsheet to create a mailing list of participants. The contractor will coordinate with EPA as necessary to ensure that updated information is sent out to participants.

The contractor will provide EPA with access, both regularly and on request, to the participant/invitee spreadsheet. The contractor will provide a final version of the spreadsheet (that has been updated to include on-site Summit registrations and additional information) to WAM not later than 15 days after the Summit ends.

## 2.0 Deliverables

1. Draft Summit participants' spreadsheet showing relevant information categories
2. Final Summit participants' spreadsheet
3. Summit Invitation
4. Mailing List
5. Marine Debris Prevention Program Inventory - This document will include pertinent marine debris prevention activities and projects from the participants and an accurate list of Summit participants and their contact information.

## **3. Summit Facilitation**

The contractor will provide one overall Summit facilitator to assist in agenda development (including speaker coordination), coordinate breakout session facilitation, and provide overall on-site Summit facilitation. The facilitator shall have knowledge or experience in the Summit subject matter. The facilitator shall also have prior facilitation experience. The contractor will provide an additional person to assist the facilitator and take any plenary session notes. The note-taker shall ensure that the speaker, key discussion points, questions, and answers raised during the plenary sessions at the Summit are captured.

### **a. Agenda and Speaker Support**

Contractor will assist in agenda development and speaker coordination. The contractor will provide timeline and any guidelines to the speakers and organize the presentations so they are cued and ready for each day. The contractor will send speakers reminders and announcements as needed or as requested by the WAM (possibly 3-4 announcements/reminders). The contractor will coordinate introductions and biographies for speakers, as well as assist in identification of speakers. The contractor will review draft presentations to minimize redundancies among presentations. The contractor will assist in presentation development, if requested by WAM. We are estimating approximately 10 speakers.

The contractor will provide the WAM with a CD containing the final versions of all presentations, including any used during breakout or plenary sessions.

### 3a. Deliverables

1. Draft and final agenda
2. Guidelines and timelines for speakers
3. Biographies of speakers
4. CD of final presentations from Summit

### b. Breakout Session Coordination

The contractor will coordinate the EPA-identified leads for the various breakout sessions. This will include pre-Summit coordination; development of session program and objectives; coordination with breakout session leads; guidance and timeline for breakout session leads; overseeing breakout session facilitation; ensuring that an EPA note-taker is designated for each breakout session discussion; collection of breakout session notes and provision of these notes to WAM; and facilitation of breakout session report-outs during plenary.

The contractor is not responsible for taking notes during the breakout sessions, but is responsible for ensuring that a note-taker is identified in each breakout session and that the discussion is captured. The note-taker should capture the speaker, key discussion points, questions, and answers raised during the session.

The contractor will be responsible for compiling and summarizing the breakout session notes.

### 3b. Deliverables

1. Goals, objectives, charges for breakout sessions
2. Compilation and summary of breakout session notes

### c. On-site Summit Facilitation

In addition to the coordination of speakers, presentations, and breakout sessions, on-site Summit facilitation will include: (1) checking in Summit participants; (2) ensuring that the Summit notes are captured; (3) ensuring that the Summit remains on track, is timely, and fulfills its objectives; and (4) facilitation of plenary sessions.

The contractor will work with the on-site EPA employee to make sure any video/teleconferencing lines are functioning and ready to be used with each of the participating regions.

The contractor is responsible for taking notes during all speaker presentations and plenary sessions. The note-taker shall capture the speaker, key discussion points, questions, and answers raised during the session.

The contractor is not responsible for taking notes during the breakout sessions, but is responsible for ensuring that an EPA note-taker is identified in each breakout session and that the discussion is captured.

The contractor should resolve any questions resulting from the notes with the WAM before the close of each Summit day.

### 3c. Deliverables

1. Draft notes and summaries of plenary sessions for each day
2. Final notes from Summit should be included in the Summit Proceedings

## **4. Summit Follow-Up**

The contractor will support Summit follow-up. The contractor will develop a final document that contains all of the notes from the plenary and breakout sessions recorded at the Summit. The final version of the notes (which includes the notes from the breakout sessions) will be provided in Microsoft Word.

The contractor will prepare Summit Proceedings from the detailed notes. The Summit Proceedings will include a list of participants, a list of presentations, the agenda, summary (e.g., key discussion points, conclusions, decisions and/or next steps) of each session at the Summit, and a CD with the presentations.

### 4.0 Deliverables

1. Hardcopy Binder of the Summit Proceedings, including the presentations (2 copies)
2. Electronic CD copy of the Summit Proceedings, including the presentations (30-50 copies depending on number of participants)

## **SCHEDULE**

<i>Task</i>	<i>Completion Date</i>
1. Work Plan and Budget	Within 15 calendar days of receipt of WA

### **Support participant/invitee tracking and pre-Summit registration**

2. Initial participant/invitee spreadsheet	Within 7 days of Work Plan Approval
3. Summit Invitation	Within 10 days of Work Plan Approval
4. Pre-Meeting Materials / Inventory	No later than 30 days before Summit
5. List of attendees	No later than 21 days before Summit
6. CD of finalized participant list, including updates on roles and other issues, inventory, and participant mailing list	Within 15 days of completion of Summit

## **Summit Facilitation**

### **7. Agenda and speaker support**

- |                                       |   |
|---------------------------------------|---|
| a. Agenda                             | No later than 20 days before Summit     |
| b. List of speakers and EPA- leads    | No later than 30 days before the Summit |
| c. Guidance and timeline for speakers | No later than 30 days before the Summit |
| d. Speaker biographies                | No later than 20 days before Summit     |

### **8. Breakout session facilitation**

- |   |   |
|---|---|
| a. List of objectives and goals for breakout sessions | No later than 30 days before the Summit |
| b. Guidance and timeline for breakout session         | No later than 30 days before the Summit |

### **9. On-site Summit facilitation and Summit Follow-Up**

- |   |   |
|---|---|
| a. Provide draft notes for review on site | June 24 <sup>th</sup> and 25 <sup>th</sup> 2009   |
| b. Provide on-site facilitation           | June 24 <sup>th</sup> and 25 <sup>th</sup> 2009   |
| c. Finalized notes from Summit sessions   | Within 7 days of completion of the Summit         |
| d. Draft Summit proceedings               | Within 15 days of completion of the Summit        |
| e. Final Summit proceedings               | Within 7 days of receipt of WAM comments on draft |
| f. CD and Binder of Summit Proceedings    | Within 10 days of WAM approval of the Proceedings |

## **Personnel Requirements**

The personnel proposed to work under this work assignment must be well versed in ocean and coastal management issues especially marine debris issues. It is also desirable for them to have familiarity with solid waste, wastewater management, and pollution prevention issues.

## **Travel**

For estimating purposes, the contractor should assume 2 people for a 2-day Summit on-site in Washington, DC. The contractor also may need to travel to DC to meet with the WAM prior to the Summit for planning purposes.

## **Printing/Duplication**

All printing and duplication shall be in accordance with the Printing clause of the contract EPAAR 1552.208-70.